

<p align="center">EMERGENCY SERVICES DIVISION</p> <p align="center">BROOKHAVEN NATIONAL LABORATORY</p>		<p>Procedure No: FR-SFTY-8.0.1</p> <p>Revision No: 3</p> <p>Page 1 of 3</p>
<p>Title: LOCKOUT/TAGOUT</p>		
<p>1.0 <u>PURPOSE:</u></p> <p>1.1 The Fire/Rescue Group will comply with ES&H Standard 1.5.1 of the Safety Manual and Operations and Maintenance Manual.</p> <p>1.2 This procedure outlines the Fire/Rescue Group's procedure for locking out live sources of energy.</p> <p>2.0 <u>RESPONSIBILITIES:</u></p> <p>2.1 The Fire/Rescue Incident Commander is in command of the Fire/Rescue Group under the authority of the Laboratory Emergency Supervisor.</p> <p>2.2 Only the Fire Chief, Captains, Acting Captains, and Lieutenants may lockout and red tag equipment.</p> <p>2.3 A record of the lockout/tagout item will be logged in the Fire Captain's Log Book, which is located on the Shift Captain's desk and the Lockout/Tagout Log, along with the bottom half of the red tag.</p> <p>2.4 The removal of the lock and red tag item will be completed by the Duty Fire Captain.</p> <p>3.0 <u>DEFINITIONS:</u></p> <p>None</p>		
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4.0 **PREREQUISITES:**

None

5.0 **PRECAUTIONS:**

None

6.0 **PROCEDURE:**

6.1 Placement of lock/tag and location.

6.1.1 The Incident Commander will lock and tag any source of energy that poses a threat to an employee or firefighter during an emergency.

6.1.2 The lock and tags are located on the rescue unit, with elevator equipment.

6.1.3 The site superintendent will be contacted at extension 4284 and advised.

6.1.4 The respective ES&H Coordinator will be notified if an experimental system is involved.

6.2 A basic Fire/Rescue Incident Report will be prepared and copies will be sent to:

6.2.1 The ES&H Coordinator of the Division/Department.

6.2.2 The Building Manager

6.3 If the lockout/tagout item is left for more than a 24 hour period, the Duty Fire Captain will:

6.3.1 At the change of shift the off-going Officer will inform the on-coming Officer of the nature of the lockout/tagout item by entry in the Captain's log.

6.3.2 If needed, a site inspection will be made by both officers; record same in Captain's log.

6.3.3 The Site Supervisor will be contacted and advised of continuing lockout.

6.4 Removal of lock and tag:

6.4.1 The Duty Fire Officer will report to the area and confer with repair personnel. Tags will be returned to the log book, and the lock will be returned to its location on the Rescue Unit.

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6.5 The ES&H Coordinator

6.5.1 The ES&H Coordinator will audit the lockout/tagout log book once a year.

7.0 **IMPLEMENTATION AND TRAINING:**
None

8.0 **REFERENCES:**
None

9.0 **ATTACHMENTS**
None